



## *Weber Mosquito Abatement District*

Ryan J. Arkoudas, Director  
505 West 12<sup>th</sup> Street, Ogden, Utah 84404  
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November 19, 2015

The Weber Mosquito Abatement District is seeking proposals for the service of conducting a local governmental financial audit for the year ending December 31, 2015.

### **REQUEST FOR PROPOSAL:**

All sealed proposals will be opened privately by the District Director after the closing date for proposals. Proposals will be reviewed to determine that the functional requirements of the District are met. An award will be made after the appropriate approvals are received.

### **PROJECT: AUDIT SERVICES**

### **REQUIREMENTS:**

- Proposals are to be returned no later than **4:00pm, Thursday, December 10, 2015** to the District's office, 505 West 12<sup>th</sup> Street, Ogden, Utah 84404. Proposals received after the deadline will be returned unopened.
- Proposals should reflect the best and most competitive offers. However, the District reserves the right to negotiate best offers prior to final award.
- Proposals must be submitted in a sealed envelope with the project title "AUDIT SERVICES" and the company name and address clearly marked on the face of the envelope.
- See attached specifications.
- Please submit 3 copies of your proposal.

### **ATTACHMENTS:**

- Audit Service Specifications
- Request for Proposals to Provide Audit Services for Weber Mosquito Abatement District

Thank you in advance for your consideration of this request for proposal.

Sincerely,

Ryan J. Arkoudas, Director  
Weber Mosquito Abatement District

## **AUDIT SERVICE SPECIFICATIONS**

### **I. INTENT OF SPECIFICATIONS**

It is the intent of these specifications to set forth the minimum acceptable requirements for the Auditing Services described in this solicitation.

### **II. SUBMISSION OF PROPOSALS**

Proposals shall be submitted in a sealed envelope with the project title shown on the face of the envelope. In order to be considered for award, the offerer must complete all forms and submit the same with the signed proposal sheet, on or before the specified date and time for the proposal submittal.

### **III. PROPOSAL SHEET**

All prices and notations shall be printed in ink or typewritten. No erasures will be permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the original figure and shall be initialed in ink by the person signing the proposal.

### **IV. SIGNATURE ON PROPOSAL SHEET**

The proposal cover sheet must be signed by the authorized representative of the company named thereon. The signature on this form shall be interpreted to signify the vendor's intent to comply with all the terms, conditions and specifications set forth in this solicitation, unless specific exceptions are noted on the face of the proposal.

### **V. MISTAKES IN PROPOSALS**

Proposals may be modified or withdrawn prior to the established due date. If mistakes are discovered after the receipt of proposals during the discussion phase of the negotiation, the offeror may correct the mistake or withdraw the proposal only if the mistake is clearly evident on the face of the document. Mistakes can only be corrected as long as they are not prejudicial to the other offerors.

### **VI. PROPOSAL EVALUATION CRITERIA**

The District shall be the sole judge as to which proposal constitutes the best fit for the District. Evaluation criteria are listed in the request for proposal.

### **VII. FAILURE TO SUBMIT A PROPOSAL**

Failure to submit a proposal or to advise the District that future requests for proposal are desired may result in the removal of offerer's name from the vendor's list.

### **VIII. AWARD OF CONTRACT**

The District shall be the sole judge as to which proposal constitutes the best fit for the District. The Board of Trustees will consider all proposals at the December 14, 2015 regularly scheduled Board Meeting. It is expected that the contract will be awarded the day following that meeting.

### **IX. ADDITIONAL INFORMATION**

For additional information contact Ryan Arkoudas, Director at (801) 392-1630 or [ryan@webermosquito.com](mailto:ryan@webermosquito.com).